



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VIRGINIA 23551-4615

5215
COMNAVRESFOR N1C2
9 Nov 2021

Changes to the identified Navy Reserve Personnel Manual articles are effective the date written at the top of each article and the date on this change summary.

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Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Website:
<https://www.navyreserve.navy.mil>.

Table of Contents – Revised to reflect all current changes.

Article No.	<u>Article Title</u>
1300-090 CH-13	Key Employees Remove key employee unit assignment; DODI 1235.09 mandates KFE/KE are assigned to the ASL Updated PERS 9 responsibilities Added definitions Update references

RESPERSMAN 1300-090

KEY EMPLOYEES

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References	(a) DODI 1200.07 Screening the Ready Reserve (b) DODI 1215.06 Uniform Reserve, Training and Retirement Categories for the Reserve Components (c) DODI 1235.09 Management of the Standby Reserve (d) MILPERSMAN 1160-120 High Year Tenure (e) BUPERSINST 1001.39F Administrative Procedures for Navy Reservists (f) DoDI 1200.15 Assignment to and Transfer Between Reserve Categories and Discharge from Reserve Status
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1. Purpose. To issue guidance and procedures, in accordance with references (a) through (f), for administering Sailors identified as key employees (KE).

2. Definitions

a. “Key Employee” means a non-federal employee – particularly in the fields of public health, safety, and defense support industries – who is essential to national defense, any Federal employee occupying a key position per reference (a).

b. “Key Position” means a Federal position that must not be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal Agency or office to function effectively per reference (a).

3. Discussion. Per reference (a), it is Department of Defense (DoD) policy that members of the Ready Reserve be screened annually to provide a Ready Reserve Force composed of members who are available immediately for active duty (AD) during a mobilization or as otherwise required by law. In most circumstances, KE status precludes immediate availability for AD. As such, members identified as KEs must be transferred to the standby reserve – active status list (ASL) (USNR-S1), or the Retired Reserve, or must be discharged as appropriate. However, per reference (c), a member of the ASL may be ordered to active duty in time of war or national emergency pursuant to 12306 of Title 10, U.S. Code. After a mobilization is ordered, no deferment, delay, or exemption from mobilization will be granted to members because of their civilian employment. Per references (b) and (e), KE Sailors may participate voluntarily – without pay – for retirement points only, and may be considered for promotion.

4. Policy. Commander, Navy Reserve Force Command (COMNAVRESFORCOM) will disestablish Key Federal Employees (KFE) Units on 31 December 2021. COMNAVRESFORCOM will transfer any Sailors remaining in the KFE Units after 31 December 2021 to the Individual Ready Reserve (IRR) as soon as possible. Effective the date of this article, COMNAVRESFORCOM, Career Transition Office (CTO), and Navy Recruiting Command may not assign members to KFE Units.

5. Identifying and Transferring Key Employees. Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense for Personnel and Readiness will – on an annual basis - provide Federal Agencies with a listing of all Federal employees who are also Ready Reservists to assist them in conducting employer-screening activities.

6. Key Employee Screening.

a. At mobilization, Ready Reserve members will only be exempted or deferred from mobilization due to civilian employment as specifically directed by DoD. Accordingly, all Drilling Ready Reserve members will be screened annually to ensure their availability for mobilization.

b. The Civilian Employer Information (CEI) tab in Navy Standard Integrated Personnel System is designed to allow Federal and non-Federal employees to inform the Navy Reserve if they have been so designated by their employer. Ready Reservists who are identified as key Federal or non-Federal employees will submit their request to PERS-91B for approval.

c. The Navy Reporting Activity commanding officer will review their members' CEI monthly by utilizing the reporting tools in NSIPS.

7. Responsibilities

a. Reserve Personnel Management (PERS-9) responsibilities include:

(1) Review recommendations for removal of both Federal and other civilian employees from the Ready Reserve submitted by employers via the members, and take applicable action.

(2) After making a removal determination in response to a petition for such action, promptly transmit the results of that determination to the Ready Reservist concerned and his/her employer, Reserve Officer Administration (PERS-911), COMNAVRESFORCOM, and the member's respective Navy Operational Support Center.

(3) PERS-911 will transfer Ready Reservists identified as occupying key positions to the Standby Reserve, or the Retired Reserve, or discharge them, as applicable.

(4) Adjudicate members request to return to the Ready Reserve if the KE status is no longer needed.

b. COMNAVRESFORCOM N1C2 must determine if newly identified key employees have an outstanding Transfer of Education Benefits obligation, then adjust, as applicable, the Sailor's obligation end date to the Sailor's last day in Selected Reservist (SELRES) status per Office of the Chief of Naval Operations N12 guidance.

c. SELRES Sailors must:

- (1) Inform their employers of their Reserve military obligation.
- (2) Update their CEI annually.
- (3) If occupying a Key Position, provide their employer with appropriate guidance and the letter template for Removal from the Ready Reserve.
- (4) Submit their employer's request letter along with NOSC endorsement to PERS-91B. Include a position description and any other pertinent factors which the organization would like to have considered. Send all KE requests to scb_pers91.fct@navy.mil.
- (5) Upon receipt of approval from PERS-91 as a KE, contact PERS-9 for guidance regarding voluntary participation for retirement points.

8. Transferring back to the Ready Reserve. Any eligible member of the Standby Reserve may be transferred back to the Ready Reserve when the reason for the member's transfer to the Standby Reserve no longer exists per references (a) and (b), provided the member is otherwise qualified and a requirement exists per reference (f).

a. Member must submit documentation from employer to PERS-91B indicating the member is allowed to return to an active status.

b. Member must contact a recruiter for affiliation procedures.